

Subject: DTLA Events Mailer - Send me your info!
From: "Joella Hopkins" <joella.hopkins@lacity.org>
Date: 4/4/18, 12:03 PM

To: Tina Oh; Leslie Chung; Sarah Lloyd Stifler; Amanda Hunt; Michael Filson; Wallis Locke; Paola Flores; Ariana Gomez; Estela Lopez; Leni Boorstin; Diamond, Julia; Louise Capone; Belinda Jackson; Darin Klein; Carolyn Leslie; Carmen Zella; Mark Levy; Lisa Sarno; Dallavo, Scott; Jon Guynn; Cheyanne Sauter; Miguel Vargas; Ellen Endo; Joanne Kumamoto

Hi there. Hope this message finds you all fantastic this Wednesday afternoon. I wanted to touch base with you all and see if we can begin coordinating a new pilot program to help disseminate information to our DTLA community about all of our amazing events (events with a community focus only). We will be doing a printed mailing to our DTLA constituents every 4 - 6 weeks with here's what's happening in DTLA. If you could please send me the following to be included...

- Your logo - jpg, png.
- Calendar of events for mid May - mid to late June
 - This should be an abbreviated information posting - the idea is to intrigue so they follow up with your site directly.
- Website / Phone
 - Please provide me with how you want readers to follow up for additional information.

Can you please send me this information by the end of this week? I know it's a bit rushed but I have to design it and still get it approved on the City side, printed and out the door. I'll be bugging you for the following version in about 2 weeks.

Thank you.

Joella Hopkins

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